DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1219
Page 1 of 3

DGS 550-1

Agency

Wicomico County Sheriff's Office

Division/Unit

Wicomico Bureau of Investigations/Child Advocacy Center

tem No.	Descripti	on	Retention				
1	Request for Laboratory Exa Custody L		Retain 50 years, then destroy.				
2	Search Warrant Inventory -	- Report and Return	Retain 50 years, then destroy.				
3	Latent Pr	int	Retain 50 years, then destroy.				
4	Controlled Dangerous Substa Log	ontrolled Dangerous Substance Chain of Custody Log					
5	Consent to S	Consent to Search					
6	Advice of Mirano	Advice of Miranda Rights					
7	Chain of Custo	Chain of Custody Log					
8	Bureau of Alcohol Tobacco	and Firearms eTrace	Retain 50 years, then destroy.				
	Muhul f fans	Schedule Authorized by Sta Date 11-5 Signature 12-5	te Archivist				
Title	Sheriff						

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Page 2 of 3

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ar 17.

Wicomico County Sheriff's Office

Division/Unit

Wicomico Bureau of Investigations/Child Advocacy Center

tem lo.	Description	Retention
9	Forensic Trace Evidence	Retain 50 years, then destroy.
10	Subpoenas	Retain 50 years, then destroy.
11	Search Warrants	Retain 50 years, then destroy.
12	Photo Line-Up	Retain 50 years, then destroy.
13	Interviews	Retain 50 years, then destroy.
14	Photos	Retain 50 years, then destroy.
15	Crime Solvers Tips	Retain 50 years, then destroy.
16	Task List	Retain 50 years, then destroy.
17	Supplements	Retain 50 years, then destroy.
18	Death Scene Report	Retain 50 years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1219

Page 3 of 3

Agency

Wicomico County Sheriff's Office

Division/Unit

Wicomico Bureau of Investigations/Child Advocacy Center

tem No.	Description	Retention
19	Initial/Closing Report	Retain 50 years, then destroy.
20	Press Releases	Retain 50 years, then destroy.
21	Affidavit of Ownership	Retain 50 years, then destroy.
22	Pawn & Precious Metal Object Seized Item Receipt	Retain 50 years, then destroy.
23	Wicomico County Sheriff's Office Contact Sheet (Confidential Informant)	Retain 50 years, then destroy.
24	Wicomico County Sheriff's Office Confidential Informant History	Retain 50 years, then destroy.

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV				AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275						
With Records Retention Schedule (DGS 530-1)	Jessup, Maryland 20794			270	PAGE 1 OF 24		
	410-799-1930						
1. Department/Agency	2. Divisio	on			3. Unit		
Wicomico County Sheriff's Office	Wicomic	o Bureau of Ir	nvestigations/0	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as				
4. Record Series Title				5. Earlie	est Year/Latest Year		
Request for Laboratory Examination – Chain of Cu	ustody Log			2007	to 2012		
6. Record Series Description (Briefly describe the	tunes of in	formation/doo	umants/forms	found in t	he series. Include the purpose or function of the		
	types of in	iornation/doc	uments/forms	lound in t	the series. Include the purpose of function of the		
series.)	and accom	ananiaa ayida	noo to the Ma	ndand Cta	to Police Crime Lab		
This form is used to track the custody of evidence	and accon	ipanies evide	nce to the Ma	ryland Sta	THE POICE CHINE LAD.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
☐ Letter Size ☐ Microfilm		Alphabetica	ıl	5 Number			
Legal Size Computer Tape		Numerical		File Dr	awer(s) ilm Reel(s)		
Audio Tape Floppy Disk		Chronologic	cal		uter Tape(s)		
				Other (specify) File Folders			
Bound Book Video Tape		Geographic	cal	10. Annual Accumulation			
Other (specify)		Other (spec	cify)	50 50			
				Number			
				File Dr	rawer(s)		
					ilm Reel(s)		
			☐ Computer Tape(s) ☐ Other (specify) File Folders		17. 17. 5		
				⊠ Other	(specify) File Folders		
11. File is Used			12. File Becom	les Inactive A	fter		
			50	_			
☐ Daily	nually		Number		Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			☐ Yes ☐ No Maryland State Police Central Records Division				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
⊠ Yes □ No			⊠ None	☐ State ☐	Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Police	ies and Proced	dures					
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended F	Retention		
Yes No			Retain 50 y				
				J			
19. Name and Title of Preparer		20 Talanta	ano Number	21. Date			
Amy Sanko, Administrative Assistant		410-548-48	one Number				
Any Saint, Administrative Assistant		410-546-48	151	1/18/13			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801 DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title	2. Division Wicomico Bureau of Advocacy Center	GEMENT DIVI load, P.O. Box lryland 20794 99-1930 Investigations/6	SION 275 Child a unit for r 5. Earlie	st Year/Latest Year	
Search Warrant Inventory – Report and Return 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A court document that is given to the owner of property that is seized during a search and seizure warrant.					
7. Record Series Format(s) List all Letter Size	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume 10 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folders 10. Annual Accumulation 50 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folders		
11. File is Used Daily Weekly Monthly Annu 13. Current Location(s) (Bldg., Floor, Room)	ually	12. File Becom 50 Number		ter Month(s)	
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No					
19. Name and Title of Preparer Amy Sanko, Administrative Assistant	20. Telepi 410-548-4	none Number 891	ne Number 21. Date		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801 DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Latent Print	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Wicomico Bureau of Investigations/ Advocacy Center			SION 275 Child a unit for r	AGENCY RECORDS INVENTORY PAGE 3 OF 24 3. Unit eference as well as retention and disposition st Year/Latest Year to 2012
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Request for latent prints to be analyzed by lab for a match.					
7. Record Series Format(s) List all Letter Size	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume 5 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folders 10. Annual Accumulation 25 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folders		
11. File is Used ☐ Daily ☑ Weekly ☐ Monthly ☐ Annu	ually		12. File Becom 50 Number		ter ∕tonth(s) ⊠ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 63 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		ryland State Police Central Records Division Federal Independent Retention
19. Name and Title of Preparer Amy Sanko, Administrative Assistant		20. Telepho 410-548-48	one Number 21. Da		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801 DEFINITION: RECORD SERIES: A group of related records normally filed and us purposes. 4. Record Series Title Controlled Dangerous Substance Chain of Custody Log			EMENT DIVISION OF THE PROPERTY	SION 275 Child a unit for r 5. Earlie	AGENCY RECORDS INVENTORY PAGE 4 OF 24 3. Unit eference as well as retention and disposition ast Year/Latest Year to 2012	
Record Series Description (Briefly describe the series.) This form is used to track the custody of Controlled.			found in t	he series. Include the purpose or function of the		
7. Record Series Format(s) List all Letter Size		8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folder 10. Annual Accumulation 5 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folder		
□ Daily □ Weekly ☑ Monthly □ Annually 13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 63 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ☑ No			Number			
19. Name and Title of Preparer Amy Sanko, Administrative Assistant		20. Telepho 410-548-48	one Number 91	21. Date 1/18/13		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAGEMENT						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
	Jessup, Maryland 20794				PAGE 5 OF 24	
Department/Agency	2. Divisio	410-79	9-1930		3. Unit	
		o Bureau of Ir	ovestigations/	Child	3. Offic	
	Advocac		ivestigations/	Offilia		
40 Maylor Milli Na. Gallabary, MB 2100	Navocao	y contor				
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Consent to Search				2007	to 2012	
Record Series Description (Briefly describe the ty	nes of inf	formation/doc	uments/forms	found in t	ne series. Include the nurnose or function of the	
series.)	pes or im	omation/doc	umenta/forma	iodila iii t	le series. Include the purpose of function of the	
This form is signed by a victim/suspect/witness and	allows po	olice to search	an area for e	evidence w	ithout a search warrant.	
, a						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
□ Letter Size □ Microfilm		Alphabetica	ı	5 Number		
Legal Size Computer Tape		Numerical		☐ File Dra	nwer(s)	
				☐ Microfil	m Reel(s)	
Audio Tape Floppy Disk		Chronologic	cal	☐ Compu ☐ Other (ter Tape(s) specify) File Folders	
Bound Book Video Tape		Geographic	al			
Other (specify)		Other (spec	ify)	10. Annual 20	Accumulation	
				Number		
				☐ File Dra	awer(s)	
	- 1			Microfil		
					ter Tape(s) specify) File Folders	
11. File is Used			12. File Becom 50	es inactive Af	ler	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annua	ally		Number		Ionth(s) 🛛 Year(s)	
			=			
13. Current Location(s) (Bldg., Floor, Room)		-	14. Is Record 5	Series Dunlica	ted Elsewhere? (If yes, specify agency or office.)	
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			Yes No Maryland State Police Central Records Division			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
⊠ Yes □ No			None	□ State □	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policies	and Procedu	ures	⊠ House	State	I independent	
17. Is an Index System used? If yes, explain briefly and describe req	quirements		18. Recom	mended R	etention	
Yes No			Retain 50 years, then destroy.			
	т					
19. Name and Title of Preparer		20. Telepho	0	21. Date		
Amy Sanko, Administrative Assistant		410-548-48	91	1/18/13		

Instructions Type or Brint a congrete form for	DEPARTMENT OF GENERAL			DVICES	AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE						
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box			
Jessup, Maryl				2.10	PAGE 6 OF 24	
6	410-799-1930					
1. Department/Agency	2. Divisio	on			3. Unit	
Wicomico County Sheriff's Office	Wicomic	o Bureau of I	nvestigations/	Child		
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center				
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
purposes. 4. Record Series Title				5 Earlie	est Year/Latest Year	
Advice of Miranda Rights					to 2012	
Advise of Milanda Algino				2007	10 2012	
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				раграм от также и по	
This form explains legal rights to a suspect.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
8				10		
✓ Letter Size		Alphabetica	ıl	Number		
Legal Size Computer Tape		Numerical		File Dr		
Audio Tape Floppy Disk		Chronologic	cal		uter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	al		specify) File Folders	
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Other (specify)		Other (specify)		120 Number		
				☐ File Drawer(s) ☐ Microfilm Reel(s)		
					uter Tape(s)	
				Other (specify) File Folders	
11. File is Used			12. File Becom	es Inactive Al	rter .	
			50	_		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number		Month(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		100	14, is Record 5	Series Dunlica	ated Elsewhere? (If yes, specify agency or office.)	
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			Yes ☐ No Maryland State Police Central Records Division			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regi	iremente		
Yes No			To. Addit Regi	an ements		
			None	State	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	ures				
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom	mended F	Retention	
Yes No			Retain 50 y	ears, then	destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9	
Amy Sanko, Administrative Assistant		410-548-48	A STATE WESTERN	1/18/13	*	
3S 550-4 (Rev. 1/93)						

h			AGENCY RECORDS INVENTORY				
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER				Additor regords invention		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 7 OF 24		
	Jessup, Maryland 20794 410-799-1930				="		
Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office	Wicomico Bur	reau of Ir	nvestigations/	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocacy Cer	nter			,		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norm	nally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Chain of Custody Log				2007	to 2012		
6. Record Series Description (Briefly describe the	types of informa	ation/doc	uments/forms	found in the	he series. Include the purpose or function of the		
series.)							
This form is used to track the custody of evidence.							
7. Record Series Format(s) List all	8. R	Record Serie	es Sequence	9. Volume			
, , , , , , , , , , , , , , , , , , ,			o o o quanto	5			
Letter Size Microfilm		Alphabetica	ıl	Number			
Legal Size Computer Tape		Numerical		File Drawer(s)			
				☐ Microfilm Reel(s)			
Audio Tape Floppy Disk		Chronologic	cal	Computer Tape(s)			
Bound Book Video Tape		Geographic	al	Other (specify) File Folders			
				10. Annual Accumulation			
Other (specify)		Other (spec					
				Number			
				File Dra	awer(s)		
				Microfil			
					iter Tape(s) specify) File Folders		
				23 0 11.01 (specify (no relatio		
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		50 Number		Month(s) X Year(s)		
_ Daily _ Weekly _ Worldliny _ Alli	ually		Number	□ "	nontri(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			Yes No Maryland State Police Central Records Division				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		(4)					
Yes No			16. Audit Requ	urements			
			None	State	Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	s and Procedures						
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes No							
			Retain 50 y	ears, then	uesitoy.		
19 Name and Title of Preparer	20	Toloch	L. North	24 5-4			
19. Name and Title of Preparer	1 70	20. Telephone Number		Number 21. Date			
Amy Canks Administrative Assistant							
Amy Sanko, Administrative Assistant		0-548-48		1/18/13			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SEF			NICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
	Jessup, Maryland 20794				PAGE 8 OF 24	
		410-79	9-1930			
Department/Agency	2. Divisio	on			3. Unit	
Wicomico County Sheriff's Office			nvestigations/0	Child		
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	est Year/Latest Year	
Bureau of Alcohol, Tobacco and Firearms eTrace				2007	to 2012	
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
This form is used to request a trace on a firearm.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
□ Letter Size □ Microfilm		Alphabetica	ıl	3 Number		
Legal Size Computer Tape		Numerical		File Dr	awer(s) Im Reel(s)	
Audio Tape Floppy Disk		Chronologic	cal		uter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	al		(specify) File Folders	
				10. Annual Accumulation		
Other (specify)		Other (spec	cify) 10		* '	
				Number	×	
				File Dr		
					ilm Reel(s) uter Tape(s)	
		,			(specify) File Folders	
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TI. File is Oseu			50	ies mactive A	ALC:	
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number		Month(s) X Year(s)	
12 Current Lection(s) (Pldg Floor Poors)			44 la Dannel S	Danier Daniel	to I financial and the second	
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes ☐ No Maryland State Police Central Records Division			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
⊠ Yes □ No			None	□ State □	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	lures	Z None	_ otate _	Treaters I mappenders	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended F	Retention	
Yes No						
			Retain 50 years, then destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	е	
Amy Sanko, Administrative Assistant		410-548-48		1/18/13		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 9 OF 24	
	Jessup, Maryland 20794					
Department/Agency	2. Divisio		9-1930		3. Unit	
Wicomico County Sheriff's Office			vestigations/0	Child	,	
401 Naylor Mill Rd. Salisbury, MD 21801	Advocacy		0			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Forensic Trace Evidence				2007	to 2012	
6. Record Series Description (Briefly describe the t	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	a lab ta la	als for trace	vidence en a	niona of a	vidence found at a crime scene	
This form requests the Maryland State Police Crim	ie Lab to io	ok for trace e	vidence on a	piece or e	vidence found at a crime scene.	
				- 111		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 3		
□ Letter Size □ Microfilm		Alphabetica	t .	Number		
Legal Size Computer Tape		Numerical		File Dr	awer(s)	
Audio Tape Floppy Disk		Chronologic	cal		uter Tape(s)	
Bound Book Video Tape		☐ Geographic	nl.	Other (specify) File Folders		
Bound Book Video Tape		☐ Geographic	ai	10. Annual Accumulation		
Other (specify)		Other (spec				
				Number		
				File D		
					ilm Reel(s) uter Tape(s)	
				☐ Other	(specify) File Folders	
11. File is Used			12. File Becom	es Inactive A	fler	
11.1 116 13 0360			50	ios induito /		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number		Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 is Record S	Series Dunlic	ated Fisawhere? (If was specify agency or office)	
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
⊠ Yes □ No			None.	□ state □	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	lures	None	□ State [
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recommended Retention			
☐ Yes			Retain 50 y			
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Amy Sanko, Administrative Assistant		410-548-48		1/18/13		

Instructions –Type or Print a separate form for	DEPAR.	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
	Jessup, Maryland 20794				PAGE 10 OF 24	
Pally .		410-79	9-1930			
Department/Agency	2. Divisio				3. Unit	
Wicomico County Sheriff's Office			nvestigations/	Child		
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Subpoenas				2007	to 2012	
1,72/1/07/2						
6. Record Series Description (Briefly describe the t	ypes of int	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
A subpoena is a document requesting certain inform	mation in r	relation to an	investigation.			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
□ Letter Size		☐ Alphabetica	ıl .	10 Number	. 21	
		_				
Legal Size Computer Tape		Numerical	×	File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronologic	cal	_	Computer Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	eal .	Other (specify) File Folders	
_ Bodilo Book video rape				10. Annual	Accumulation	
Other (specify)		Other (spec	cify) 200 Number			
				Number		
				File Dr		
			22	Microfi	Im Reel(s) uter Tape(s)	
					(specify) File Folders	
11. File is Used			12. File Becomes Inactive After 50			
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) ☑ Yes ☐ No Maryland State Police Central Records Division			
40 Maylor Mill No. Sallsbury, Mile 2100 Mooth 50			Z 163		aryland state i since central Necords Division	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
⊠ Yes □ No			⊠ None	☐ State ☐	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	lures				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes No			Retain 50 y	ears, then	destroy.	
			,			
		- 10				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9	
Amy Sanko, Administrative Assistant		410-548-48		1/18/13		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SER	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVI			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
		Jessup, Mar	yland 20794		PAGE 11 OF 24	
			9-1930			
Department/Agency	2. Divisio				3. Unit	
Wicomico County Sheriff's Office			nvestigations/	Child		
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center			,	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Search Warrants				2007	to 2012	
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
A legal document allowing police to search a certa	in area for	certain items	in relation to	an investig	gation.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
□ Letter Size		Alphabetica	al	10 Number		
Z zotto. Sizo						
Legal Size Computer Tape		Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronologi	cal	Computer Tape(s)		
				Other (specify) File Folders	
Bound Book Video Tape		Geographic	cal	10. Annual	Accumulation	
Other (specify)		Other (spec	cify)	50		
				Number		
				File Drawer(s)		
				Microfi		
				☐ Computer Tape(s) ☐ Other (specify) File Folders		
11. File is Used			12. File Becom	es Inactive Al	fter	
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number			
Current Location(s) (Bldg., Floor, Room) Value of the state o			14. Is Record S		and State Police Central Records Division	
			☐ Yes ☐ No Maryland State Police Central Records Division			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Requ	uirements		
⊠ Yes □ No			None Non	State	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	ures				
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	monded F	Potention	
Yes No			Retain 50 y			
				July, HIEII	aconoy.	
19. Name and Title of Preparer	T	20 Telepho	one Number	21. Date		
Amy Sanko, Administrative Assistant		410-548-48		1/18/13		
			- 1			

Instructions –Type or Print a separate form for	DEPA	RTMENT OF G	ENERAL SER\	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	REC	ORDS MANAG	SEMENT DIVIS	ION		
with Records Retention Schedule (DGS 550-1)	72	75 Waterloo Ro	ad, P.O. Box 2	75	PAGE 12 OF 24	
		Jessup, Man			FAGE 12 OF 24	
1. Department/Agency	2. Divisio	on			3. Unit	
Wicomico County Sheriff's Office	Wicomic	o Bureau of Inv	estigations/Chi	ild		
401 Naylor Mill Rd. Salisbury, MD 21801	Advocad	cy Center				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed a	ind used as a u			
4. Record Series Title					est Year/Latest Year	
Photo Line-Up				2007	to 2012	
6. Record Series Description (Briefly describe the t	types of in	formation/docur	ments/forms for	und in the	series. Include the purpose or function of the	
series.)	,,					
Photo line-ups are shown to a witness/victim to ide	entify a sus	spect.				
7. Record Series Format(s) List all		8. Record Series	Saguence	9. Volume		
7. Record Series Format(s) List all		o. Record Series	Sequence	5. Volume		
☐ Letter Size ☐ Microfilm		Alphabetical		Number		
Legal Size Computer Tape		☐ Numerical		File Drawer(s)		
Audio Tape Floppy Disk		☐ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (specify) File Folders		
Bound Book Video Tape		Geographical				
Other (specify) PowerPoint electronic format		Other (specify) Suspect Name	10. Annual Accumulation Suspect Name 30		
				Number	+	
				File Drawer(s)		
					Im Reel(s)	
				Computer Tape(s)		
					(specify) File Folders	
11. File is Used			12. File Becomes	s Inactive Afte	or .	
□ Daily □ Weekly □ Monthly □ Ann	wells		50			
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	lually		Number ☐ Month(s) ☐ Year(s)			
			2			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Se	ries Duplicate	ed Elsewhere? (If yes, specify agency or office.)	
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63					yland State Police Central Records Division and Wicomico County	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Sheriff's Office S 16. Audit Requir			
⊠ Yes □ No			, , , , , , , , , , , , , , , , , , , ,		,	
Des William in County Charlette Office and William in County De Hall	B		⊠ None □	State	Federal Independent	
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	ures				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recomm	nended Re	etention	
Yes No			Retain 50 ye	ars, then	destroy.	
19. Name and Title of Preparer		20. Telephon	e Number	21. Date	-	
Amy Sanko, Administrative Assistant		410-548-489		1/18/13		

Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVI			
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	DAGE 42 OF 24	
	Jessup, Maryland 20794				PAGE 13 OF 24	
		410-799	9-1930			
Department/Agency	2. Divisio				3. Unit	
Wicomico County Sheriff's Office			vestigations/0	Child		
401 Naylor Mill Rd. Salisbury, MD 21801	Advocacy	y Center				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as	a unit for r	eference as well as retention and disposition	
Record Series Title			5. Earliest Year/Latest Year			
Interviews				2007	to 2012	
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Interviews are burned to a DVD and then typed in	transcriptio	n form.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
		Alphabetica	ı	5 Number		
Legal Size Computer Tape		Numerical		File Drawer(s)		
				Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronologic	cal	☐ Computer Tape(s) ☐ Other (specify) File Folders		
☐ Bound Book ☐ Video Tape		Geographic	al			
Other (specify) DVD		Other (spec	rify)	10. Annua 100	I Accumulation	
Cuter (specify)		Out of (spec	Number			
				File Drawer(s) Microfilm Reel(s)		
					uter Tape(s)	
				Other (specify) File Folders		
11. File is Used			12. File Becom	es Inactive A	fter	
□ Daily □ Weekly □ Monthly □ Ann	nually		50 Number		Month(s) X Year(s)	
Monthly And	idally		Haniber		(a) 1 can(a)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)	
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			⊠ Yes	☐ No M	aryland State Police Central Records Division	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
⊠ Yes □ No			_			
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Dresed	uros	None	State [Federal Independent	
. S. Thouling County Sherin a Onice and Wiconico County Polici	os ano Procedo	uida				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended l	Retention	
Yes No			Retain 50 y	ears, ther	n destroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	е	
Amy Sanko, Administrative Assistant		410-548-48	91	1/18/13		

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Instructions – Type or Print a separate form for each new or revised record series. Forward		TMENT OF G					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2						
Will Necolds Neterlier Concede (200 000 1)	727		arrangar visco arrangar	2.0	PAGE 14 OF 24		
	Jessup, Maryland 20794 410-799-1930						
1. Department/Agency	2. Divisio	on			3. Unit		
Wicomico County Sheriff's Office	Wicomic	o Bureau of I	nvestigations/	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Photos				2007	to 2012		
00 k							
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in t	ne series. Include the purpose or function of the		
series.)							
Photos from crime scenes and evidence are printe	d out and	burned to CD	s.				
					,		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Minosite	-	□ Alababation		150			
□ Letter Size		Alphabetica	ı	Number			
Legal Size Computer Tape		Numerical		File Drawer(s)			
Audio Tape Floppy Disk		☐ Chronologie	ral	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Additional Trophy Stark		omonologii			ther (specify) CD		
Bound Book Video Tape		Geographic	al		40.4		
Other (specify) Compact Disc		Other (spec	cify)	10. Annual Accumulation 60			
_				Number			
					and the second s		
				File Dr			
					iter Tape(s)		
				Other (specify) CD			
11. File is Used	,		12. File Becom	es Inactive A	ter		
Man. C			50		Applica Myserica		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number	□ '	Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 5	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63				☐ No Ma	aryland State Police Central Records Division and Wicomico		
AS Assess Depth library (M.Ven 12.1 and 12.2 Secretary 12.2			County Sheriff'		ed Drive		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Requ	urements			
			None	State	Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	dures			*		
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended F	Retention		
☐ Yes		-	Retain 50 y				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Amy Sanko, Administrative Assistant		410-548-48		1/18/13			
and James , and a second and		110 040 40		1, 10, 10			

Later than Tare as Driet a second form for	DEDAR	TMENT OF O	ENEDAL SEE	VICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERV				,		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2						
With Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794			213	PAGE 15 OF 24		
		410-79					
1. Department/Agency	2. Divisio	on			3. Unit		
Wicomico County Sheriff's Office	Wicomic	o Bureau of Ir	nvestigations/0	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
5) 10							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Crime Solvers Tips				2010	to 2012		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
This is a form that is filled in with information from	the public	in regards to	crimes and pe	ople of int	erest within Wicomico County.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Missessine D Missessine		□ Alebabation		5 Number			
□ Letter Size		Alphabetica	ii .	Number			
Legal Size Computer Tape		Numerical			File Drawer(s)		
Audio Tape Floppy Disk		☐ Chronologie	cal		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Audio Tape Troppy Disk		on one or or	Juli		Other (specify) File Folders		
☐ Bound Book ☐ Video Tape		Geographic	cal	10. Annual Accumulation			
Other (specify)		Other (spec			Accumulation		
				Number			
				☐ File Dr	(Sworld)		
				_	im Reel(s)		
					uter Tape(s)		
					(specify) File Folders		
11. File is Used			12. File Becom	es Inactive A	fter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	au alle		50 Number		Month(s) 🛛 Year(s)		
Daily Weekly Monthly Ann	idaliy		Number		world(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			Yes	⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
Yes No			To. Addit Negl	an orrellto			
71			None	State [Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	lures					
17. Is an Index System used? If yes, explain briefly and describe in	requirements		18. Recommended Retention				
Yes No			Retain 50 y	ears, ther	n destroy.		
				-,			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	9		
Amy Sanko, Administrative Assistant		410-548-48		1/18/13			
			- '	., 13/10			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box				
,		Jessup, Mar			PAGE 16 OF 24		
		410-79					
Department/Agency	2. Divisio	on			3. Unit		
Wicomico County Sheriff's Office	Wicomic	o Bureau of Ir	nvestigations/0	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
Task List				2001	to 2012		
6. Record Series Description (Briefly describe the ty	ypes of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
A detailed list of tasks performed by each detective	during a	major crime.					
		•					
7. Record Series Format(s) List all		9 December Cario	e Caguanas	9. Volume			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 2			
☑ Letter Size ☐ Microfilm		Alphabetica	ıl	Number			
Legal Size Computer Tape		Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronologic	cal	_	Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (specify) File Folders			
_			-	10. Annua	Accumulation		
Other (specify)		Other (spec					
			n.	Number			
				File Drawer(s)			
				Microfi			
					uter Tape(s) (specify) File Folders		
				23 0 11.0.	(0)		
11. File is Used	18		12. File Becom	es Inactive A	fter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually		50 Number		Month(s) X Year(s)		
	auny		Trumbur	ш.	10 (a)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63				☐ No Ma	aryland State Police Central Records Division		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
⊠ Yes □ No			None	□ State □	Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policies	s and Proced	lures	2,1010				
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended !	Potention		
☐ Yes No	• *************************************						
			Retain 50 y	ears, ther	i destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Amy Sanko, Administrative Assistant		410-548-48					
, camer, rammenants radiotalit		410-040-40		1/18/13			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	VICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 17 OF 24		
	Jessup, Maryland 20794				17.02.17.07.24		
	2 Divisis	410-79	9-1930		3. Unit		
Department/Agency Wiscomics County Shoriff's Office	2. Divisio		nvestigations/0	Child	3. Unit		
Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801	Advocac		ivestigations/	Jilliu			
401 Naylor Mill 1Nd. Gallsbury, MD 21001	71440040	y contor					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
Supplements				2001	to 2012		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Supplements generated by Wicomico Bureau of In	vestigatior	ns detectives	and suppleme	nts writter	n by other police agencies.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 10			
✓ Letter Size		Alphabetica	d	Number	nber		
Legal Size Computer Tape		Numerical					
Audio Tape Floppy Disk		☐ Chronologic	cal	Computer Tape(s)			
				Other	Other (specify)		
Bound Book Video Tape		Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	cify)	600			
				Number			
				⊠ File Drawer(s)			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Other (specify)			
11. File is Used			12. File Becom	es Inactive A	fter		
			50				
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number		Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63				☐ No M	aryland State Police Central Records Division and other law		
			enforcement a	gency's Cent	ral Records Divisions		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
⊠ Yes □ No			□ None	☐ State ☐	Federal 🛛 Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	tures					
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended F	Retention		
☐ Yes No			Retain 50 y	ears, ther	destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	е		
Amy Sanko, Administrative Assistant		410-548-48		1/18/13			

Landau eliana Tanana Brint a nananta farra far	DEDARTMENT	OF CENEDAL OF	DVICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISI					
with Records Retention Schedule (DGS 550-1)		o Road, P.O. Bo				
with Records Retention Schedule (DGS 330-1)		Maryland 20794		PAGE 18 OF 24		
		110-799-1930				
Department/Agency	2. Division			3. Unit		
Wicomico County Sheriff's Office	Wicomico Bureau	of Investigations	s/Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocacy Center					
purposes.	d records normally	filed and used a	s a unit for reference as well as retention and disposition			
4. Record Series Title				est Year/Latest Year		
Death Scene Report			2001	to 2012		
6. Record Series Description (Briefly describe the ty	ypes of information	/documents/form	is found in t	he series. Include the purpose or function of the		
series.)						
A detailed report of a death scene completed by a	detective to include	the scene and t	he decease	d.		
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume	9		
☑ Letter Size ☐ Microfilm	Alpha	betical	5 Number			
Legal Size Computer Tape	⊠ Num	erical		e Drawer(s)		
Audio Tape Floppy Disk	Chro	nological	Comp	Computer Tape(s)		
☐ Bound Book ☐ Video Tape	Geographical		Other	(specify) File Folders		
Other (specify)	□ Othe	(specify)	10. Annua 40	I Accumulation		
		(550011)	Number			
			☐ Comp	uter Tape(s)		
			☐ Other	(specify) File Folders		
11. File is Used			nes inactive After			
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	50 Number	50 Number			
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 63		14. Is Record	_	ated Elsewhere? (If yes, specify agency or office.) aryland State Police Central Records Division		
45 Access Problems (IVV		40				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Re	equirements			
		⊠ None	State [Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	s and Procedures					
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Reco	mmended F	Retention		
Yes No		Retain 50	years, ther	destroy.		
19. Name and Title of Preparer	20. Te	ephone Number	21. Date	е		
Amy Sanko, Administrative Assistant	410-54	8-4891	1/18/13			
Audio Tape	Geog Othe	Dother (specify)		Ilm Reel(s) uter Tape(s) (specify) File Folders I Accumulation awer(s) ilm Reel(s) uter Tape(s) (specify) File Folders fiter Month(s)		

Instructions –Type or Print a separate form for	DEPART	TMENT OF G	ENERAL SER	NICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	RDS MANAG Waterloo Ro Jessup, Man	EMENT DIVIS ad, P.O. Box yland 20794	SION	. PAGE 19 OF 24		
Department/Agency	2. Divisio	410-799	9-1930		3. Unit		
Wicomico County Sheriff's Office	Wicomico	o Bureau of In	vestigations/0	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
purposes. 4. Record Series Title			5. Earliest Year/Latest Year				
Initial/Closing Reports					to 2012		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
				estigation	done involving the case. A closing report contains		
the disposition of the case and any arrests and sea	arch warrai	nts that were	completed.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 4			
☐ Letter Size ☐ Microfilm		Alphabetica	1	Number			
Legal Size Computer Tape		Numerical		☐ File Drawer(s)☐ Microfilm Reel(s)			
Audio Tape Floppy Disk		Chronologic	cal	Computer Tape(s) Other (specify)			
Bound Book Video Tape		Geographic	al				
Other (specify)		Other (spec	ify)	500			
				Number			
				File Dr			
					crofilm Reel(s) mputer Tape(s)		
				Other	(specify)		
11. File is Used			12. File Becom	es Inactive A	fter		
☑ Daily ☐ Weekly ☐ Monthly ☐ An	oually.		50 Number	П	Month(s) X Year(s)		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ani	nually		Number		Month(s) 🔼 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Maryland State Police Central Records Division				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
⊠ Yes □ No				□ e₁ 「	Traderil Mindersoders		
Per Wicomico County Sheriff's Office and Wicomico County Polici	es and Proced	lures	None	☐ State [Federal 🛛 Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended I	Retention		
Yes No			Retain 50 y	ears, ther	n destroy.		
			L				
19. Name and Title of Preparer			one Number	21. Dat			
Amy Sanko, Administrative Assistant		410-548-4891		1/18/13			

Instructions –Type or Print a separate form for	DEPAR'	TMENT OF G	SENERAL SEI	RVICES	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	2105.00.05.04		
		Jessup, Mar	yland 20794		PAGE 20 OF 24		
			9-1930				
Department/Agency	2. Divisio				3. Unit		
Wicomico County Sheriff's Office			nvestigations/	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
purposes. 4. Record Series Title				5. Earliest Year/Latest Year			
Press Releases					to 2012		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Press releases pertaining to an investigation/perso	on are kept	with the case	e file.				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 4			
□ Letter Size □ Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		Numerical		File Drawer(s)			
Audio Tape Floppy Disk		☐ Chronologi	aal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Addit rape Ploppy blak		Chronologi	Cai	☐ Computer Tape(s) ☐ Other (specify) File Folders			
☐ Bound Book ☐ Video Tape		Geographic	cal				
Other (specify)		Other (spec	cify)	10. Annual 20	Accumulation		
				Number			
				☐ File Drawer(s)			
				Microfilm Reel(s)			
				☐ Computer Tape(s) ☐ Other (specify) File Folders			
11. File is Used			12. File Becom	nes Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number		Month(s) 🛛 Year(s)		
Current Location(s) (Bldg., Floor, Room) Naylor Mill Rd. Salisbury, MD 21801 Room 63			14. Is Record S		ted Elsewhere? (If yes, specify agency or office.) Iryland State Police Central Records Division and Wicomico		
			County Sheriff	790707	The second secon		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No			16. Audit Requ	uirements			
₹7 189 ☐ MO			None	State	Federal Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	ures					
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended F	Retention		
Yes No			Retain 50 y	ears, then	destroy.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date)		
Amy Sanko, Administrative Assistant	8	410-548-48	91	1/18/13			
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Instructions Type or Print a concrete form for	DEDAD.	TMENT OF C	ENEDAL SE	DVICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SEF						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
		Jessup, Mar	yland 20794		PAGE 21 OF 24		
	15 Period 10 10	410-79					
Department/Agency	2. Divisio				3. Unit		
Wicomico County Sheriff's Office			nvestigations/	Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocac	y Center					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	l eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Affidavit of Ownership				2010	to 2012		
6. Record Series Description (Briefly describe the t	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)			l bus mare the second	anner bel-	and to the victim		
This form is completed by a victim stating that prop	erty which	was pawned	by another p	erson belo	ings to the victim.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 1			
☐ Letter Size ☐ Microfilm		Alphabetica	ıl	Number			
Legal Size Computer Tape		Numerical		File Drawer(s)			
Audio Tape Floppy Disk		☐ Chronologic	cal		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
		cilicilologii			(specify) File Folders		
Bound Book Video Tape		Geographic	al	10 Appual	Accumulation		
Other (specify)		Other (spec	cify)	20			
				Number	Number		
				File Drawer(s)			
				Microfi			
					uter Tape(s) (specify) File Folders		
A							
11. File is Used			12. File Becom	es Inactive A	fter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number		Month(s) 🔀 Year(s)		
			8				
					4		
Current Location(s) (Bldg., Floor, Room) Naylor Mill Rd. Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
TO THAY IN THE TOUR SOURCE TOUR ROOM OS		Of .	Yes No Maryland State Police Central Records Division				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
⊠ Yes □ No			☐ None	State	Federal 🛛 Independent		
Per Wicomico County Sheriff's Office and Wicomico County Policie	es and Proced	ures					
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended F	Retention		
Yes No	1		Retain 50 y				
			Notalii 30 y	Jais, tileli	deanoy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Amy Sanko, Administrative Assistant		410-548-48		1/18/13			

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER				VICES			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			2/5	PAGE 22 OF 24			
	Jessup, Maryland 20794 410-799-1930				4			
Department/Agency	2. Divisio				3. Unit			
Wicomico County Sheriff's Office	Wicomico Bureau of Investigations/C			Child				
401 Naylor Mill Rd. Salisbury, MD 21801	Advocacy Center							
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.								
4. Record Series Title			5. Earliest Year/Latest Year					
Pawn & Precious Metal Object Seized Item Receip	ot		2010 to 2012					
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the			
series.)								
A list given to a victim of their property that is seize	ed from a p	oawn shop tha	it was pawned	d illegally.				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
		_		1				
□ Letter Size	Alphabetical			Number				
Legal Size Computer Tape	Numerical			File Drawer(s)				
				Microfilm Reel(s)				
Audio Tape Floppy Disk	Chronological		cai	☐ Computer Tape(s) ☑ Other (specify) File Folder				
☐ Bound Book ☐ Video Tape	Geographical							
Other (specify)				10. Annual Accumulation				
Grief (specify)	Other (specify)			20 Number				
				File Drawer(s) Microfilm Reel(s)				
				Computer Tape(s)				
					Other (specify) File Folder			
11. File is Used	12. File			12. File Becomes inactive After				
☐ Daily ☑ Weekly ☐ Monthly ☐ Annually			50 Number					
_ bany _ woonly _ monthly _ An	idaliy		Number		rear(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
401 Naylor Mill Rd. Salisbury, MD 21801 Room 63			☐ No Maryland State Police Central Records Division					
45. Access Postrictions /// Ves. site 1/ 9. Postrictions //			46. A. W. D					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Requirements					
			☐ None ☑ State ☐ Federal ☐ Independent					
Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures								
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention					
☐ Yes			Retain 50 years, then destroy.					
			oo youro, mon doutoy.					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9			
Amy Sanko, Administrative Assistant	410-548-4891			1/18/13				
	710-040-40							

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) RECORDS MANA 7275 Waterloo R Jessup, Ma			and used as a unit for r		st Year/Latest Year to 2012			
series.) This form is filled out each time a Confidential Info	rmant (C.I.)) is contacted	and states th	e date. tim	ne and type of contact made with the C.I.			
	,	,						
7. Record Series Format(s) List all	8. Record Series		es Sequence	9. Volume 1				
□ Letter Size □ Microfilm	Alphabetical		d	Number				
Legal Size Computer Tape	Numerical			File Drawer(s) Microfilm Reel(s)				
Audio Tape Floppy Disk	☐ Chronological		cal	Compu	uter Tape(s)			
☐ Bound Book ☐ Video Tape	Geographical			☑ Other (specify) Locked Cabinet in Wicomico Bureau of Investigations				
Other (specify)		Other (spec	cify)	10. Annual Accumulation 4 Number				
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Locked Cabinet in Wicomico Bureau of Investigations				
11. File is Used		12. File Becomes Inactive After						
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually			50 Number					
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 6			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
			☐ None ☐ State ☐ Federal ☑ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No C.I. number is given based on year and done sequentially.			18. Recommended Retention Retain 50 years, then destroy.					
19. Name and Title of Preparer	20. Telephone Num			21. Date				
Amy Sanko, Administrative Assistant	anko, Administrative Assistant 410-548-4		7/18		1/18/13			
3S 550-4 (Rev. 1/93)								

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2						
,	Jessup, Maryland 20794				PAGE 24 OF 24		
	410-799-1930						
Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office	Wicomico Bureau of Investigations/0			Child			
401 Naylor Mill Rd. Salisbury, MD 21801	Advocacy Center						
DEFINITION. DE CORD SERVES À grave of related records por selle filed and used as a unit for reference as well as retention and disposition							
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4. Record Series Title			5. Earliest Year/Latest Year				
Wicomico County Sheriff's Office Confidential Info	rmant Histo	ory	2012 to 2012				
6. Record Series Description (Briefly describe the t	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
This form contains a Confidential Informant's (C.I.)	identifying	g information.					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
□ Letter Size □ Microfilm	Alphabetical		al	1 Number			
Legal Size Computer Tape	Numerical			File Drawer(s)			
Audio Tape Floppy Disk		☐ Chronologic	cal	☐ Microfi☐ Compu	im Reei(s) uter Tape(s)		
				Other (specify) Locked Cabinet in Wicomico Bureau of Investigations			
Bound Book Video Tape	Geographical			10. Annual Accumulation			
Other (specify)			cify)				
				Number			
					File Drawer(s)		
					rofilm Reel(s) nputer Tape(s)		
					(specify) Locked Cabinet in Wicomico Bureau of Investigations		
11. File is Used			12 File Becom	an Innetius At	the state of the s		
11. File is Used	11. Hile is Used			12. File Becomes inactive After 50			
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number				
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 6			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
⊠ Yes □ No			None ☐ State ☐ Federal ☒ Independent				
Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures							
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes No C.I. number is given based on year and done sequentially.			Retain 50 years, then destroy.				
			· · · · · · · · · · · · · · · · · · ·				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9		
Amy Sanko, Administrative Assistant	410-548-489			1/18/13			
GS 550-4 (Rev. 1/93)				L			